

Badge Earner Guide



Welcome to a new way of managing your professional achievements and learning outcomes: digital badging, through Credly.

Credly is leading the digital credential movement, making talent more visible and opportunity more accessible.

Whether that's entering the job market for the first time, moving forward in your existing profession, or making a career change, we're dedicated to helping you set yourself apart by representing valuable skills unique to your experiences in a way that is sharable and verifiable.

In this document, we'll teach you everything you need to know about badges:

- What are badges
- How they can tell your professional story

We'll also provide step-by-step instructions for navigating to manage and share your badges:

- Setting up a Credly profile
- Accepting/managing badges
- Sharing badges

Credly was built mobile-first, so your experience with Credly will be just as good on your Android or Apple iOS mobile device as it is on a desktop computer.

Credly is supported by modern web browsers, so if you experience any issues with the website make sure your browser is an up-to-date version – at least Internet Explorer 9, Mozilla Firefox 4, Google Chrome, or Safari 6.

If at any time you have further questions, or are experiencing issues with your Credly account, access the support forum: <http://support.youracclaim.com/>

What is a badge?

Badges are digital assets used to communicate a learning achievement or credential. Credly badges link to metadata that provides context and verification. They can be shared across the Internet for maximum visibility and recognition.

Badges are a standard to recognize and verify learning. A badge communicates three things without sacrificing verification or context:

- Who did something?
- What did they do?
- Who says they did it?

You can earn a badge for lots of different things, from many different organizations. What makes the badges issued to you from Acclaim unique is that they represent achievements valued by employers. Badges managed through Credly will help you tell your professional story in a way that is complete and validated.

You can share your badges with anyone you'd like, wherever you'd like:

- LinkedIn
- Facebook
- Twitter
- Via email
- Embedded in a website

A viewer can click on your badge and will be taken back to Credly to view all the details of your achievement.

You can also share your complete Credly profile to provide an employer with the full context of your abilities, represented by the various badges you've earned.

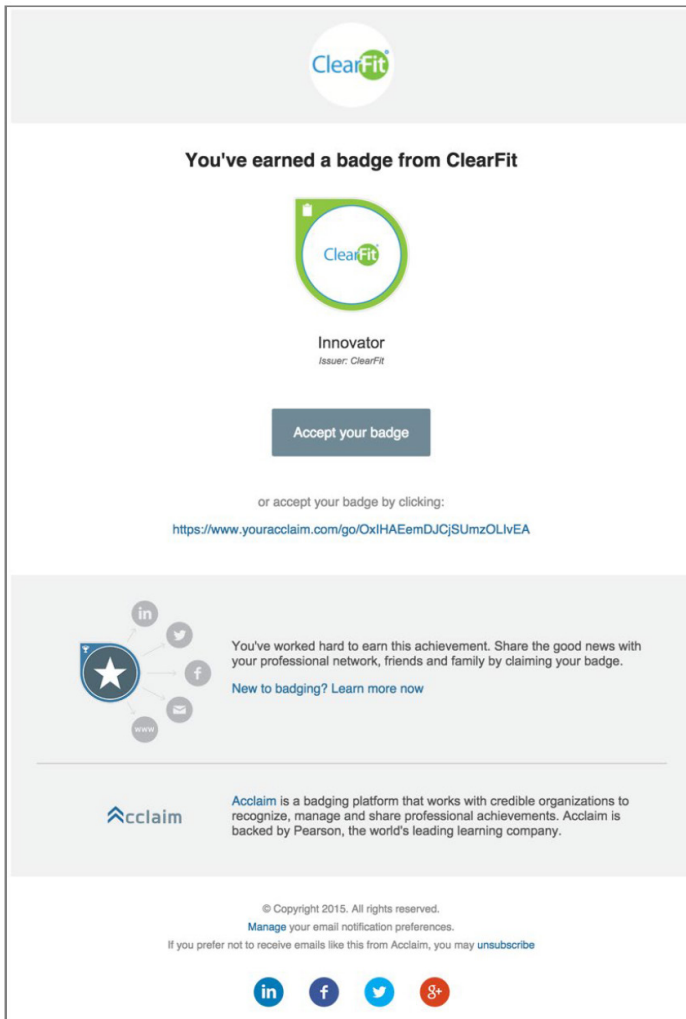
Getting Started

There are two steps to getting started with Credly:

- Have an organization issue you a badge
- Create an account and claim your badge

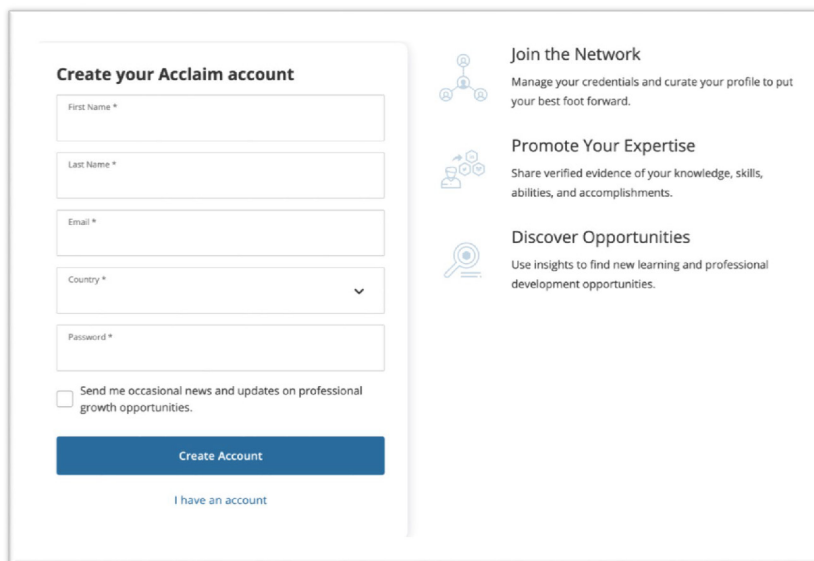
Receive a badge

How do you know if you've been issued a badge? You'll receive an email from Credly that looks like this:



Click on the **Accept** button below your badge image. This will take you to where you will create an account.

Create an Account



Create your Acclaim account

First Name *

Last Name *

Email *

Country *

Password *

☐ Send me occasional news and updates on professional growth opportunities.

Create Account

[I have an account](#)

Join the Network
Manage your credentials and curate your profile to put your best foot forward.

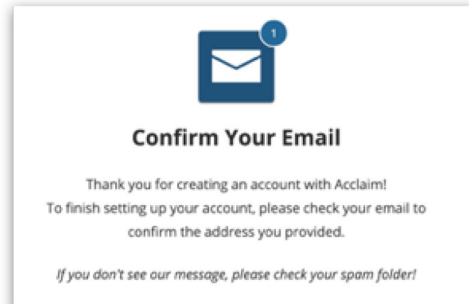
Promote Your Expertise
Share verified evidence of your knowledge, skills, abilities, and accomplishments.

Discover Opportunities
Use insights to find new learning and professional development opportunities.

Fill in each field, then read and agree to the Terms of Use and Privacy Policy. Let us know if you'd like to receive occasional messages from us. These messages will contain information to help you make the most of Credly. You can change your preferences for receiving marketing emails at any time.

Click **Create Account**.

You'll see this message on your screen:

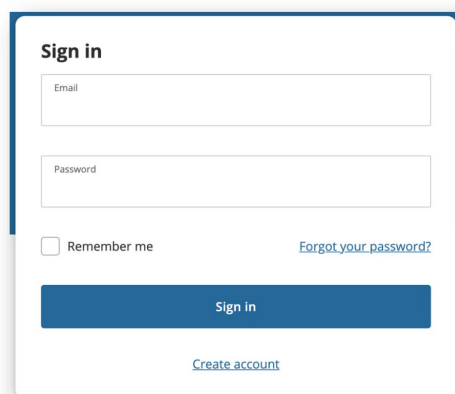


Confirm Your Email

Thank you for creating an account with Acclaim!
To finish setting up your account, please check your email to confirm the address you provided.

If you don't see our message, please check your spam folder!

Check your email and follow the instructions there to continue.
You will be prompted to sign in with the credentials you created.



Sign in

Email

Password

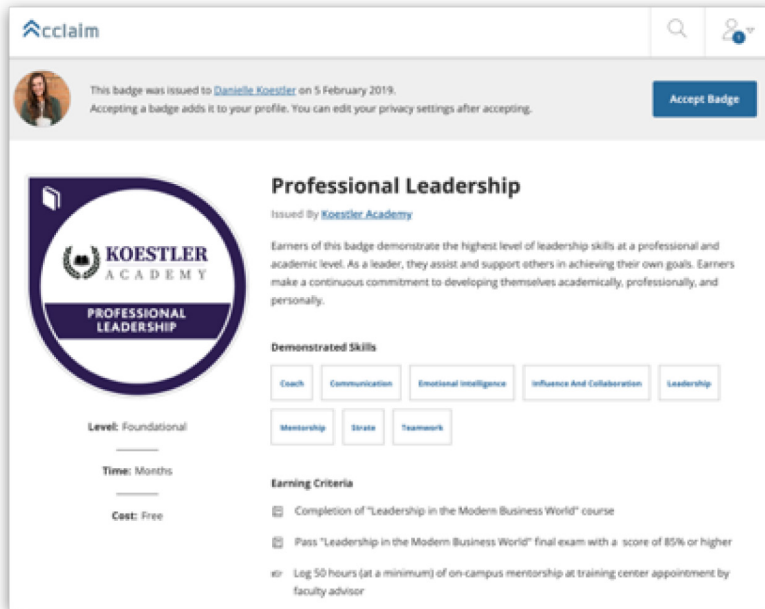
☐ Remember me [Forgot your password?](#)

Sign in

[Create account](#)

Claim your Badge

Once you sign in to your account, you will be able to claim your badge.



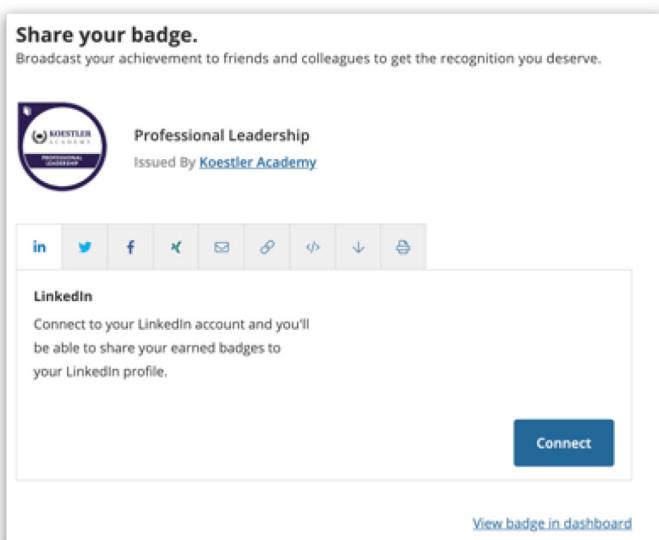
Share your Badge

Once you have accepted your badge, you can broadcast the badge directly from Credly to your social networks.

Click an icon to connect your social media account and easily share your badge:

- LinkedIn Newsfeed & Profile
- Twitter
- Facebook

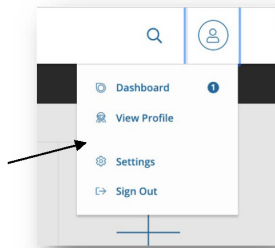
You can also email the badge, download the badge image, download the code to embed your badge on a website, and copy the badge landing page URL.



Personalize your Profile

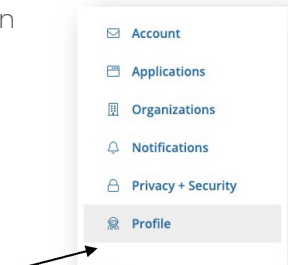
Your Credly profile is an important part of telling your professional story. It's one spot on the web where you can manage and share the achievements that will further your career, so make sure to include a few key elements:

- **Name** – Is your name Katherine, but you go by Kate? Edit your name to best reflect what you'd like to be called at work.
- **Profile picture** – make sure it's a nice one that represents you as you'd like to be viewed by potential employers. The minimum size is 196 x 196 pixels.
- **Bio** – This is where your professional personality can really shine through. You've got 500 characters to sketch out your key talents, qualifications and interests.

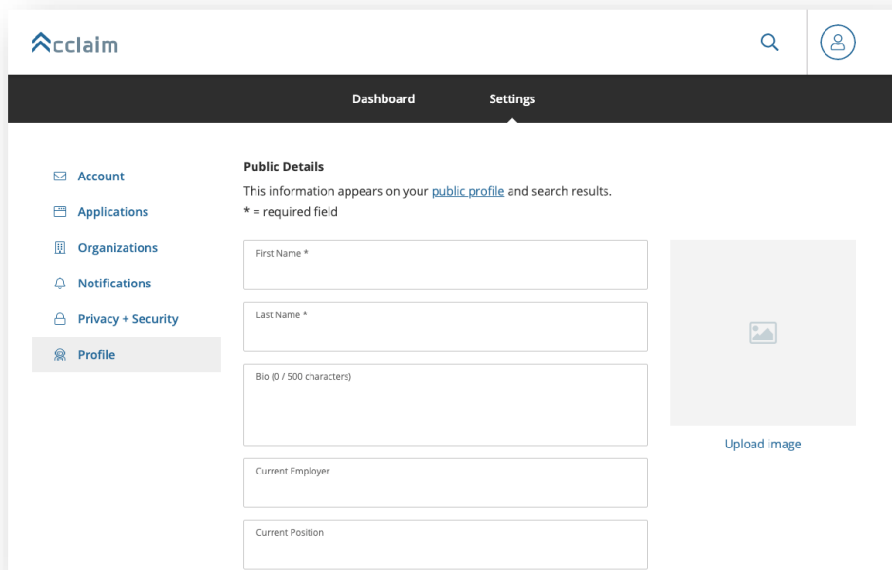


To personalize or edit your profile, click on the Profile icon at the top right corner of any screen. Select **Settings**.

Click **Profile** from the left sidebar menu.



From this page, you will be able to add a photo and a brief bio along with other details. A personalized profile gives viewers a better understanding of who you are.



Public Details

This information appears on your [public profile](#) and search results.

* = required field

First Name *

Last Name *

Bio (0 / 500 characters)

Current Employer

Current Position

Upload image

About Us

[Tanium](#) offers an endpoint management and security platform that is built for the world's most demanding IT environments. Many of the world's largest and most sophisticated organizations — including nearly half of the Fortune 100, top retailers and financial institutions, and multiple branches of the U.S. Armed Forces — rely on Tanium to make confident decisions, operate efficiently, and remain resilient against disruption. Visit us at www.tanium.com and follow us on [LinkedIn](#) and [Twitter](#).